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CIVIL THIRD PARTY COMPLAINT
ATTORNEY TRAINING

Docketing a Third Party Complaint in a Civil Case

1. Log in to CM/ECF. Locate the **CM/ECF Main Menu Bar** at the top of the screen. Click on the **Civil** option on the **CM/ECF Main Menu Bar** (see Figure 1).
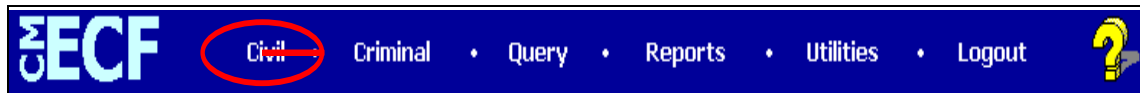

Figure 1 - CM/ECF Main Menu bar

2. The system will display the **Civil Events** screen. Click on **Complaints and Other Initiating Documents** in the Initial Pleadings and Service section (see Figure 2).
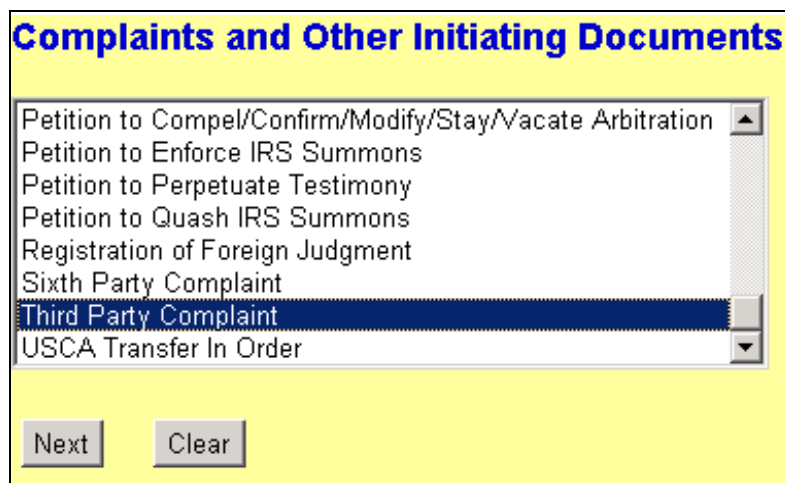

Figure 2 - Civil Events screen

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3.   The system will display the **Complaints and Other Initiating Documents** selection screen.

      a.   The system will display a list of various types of complaints and initiating documents. Click on the down-arrow or scroll down to select **Third Party Complaint** from the list. Click on the words **Third Party Complaint**. Once the **Third Party Complaint** event appears highlighted, click the **[Next]** button to continue (see Figure 3).
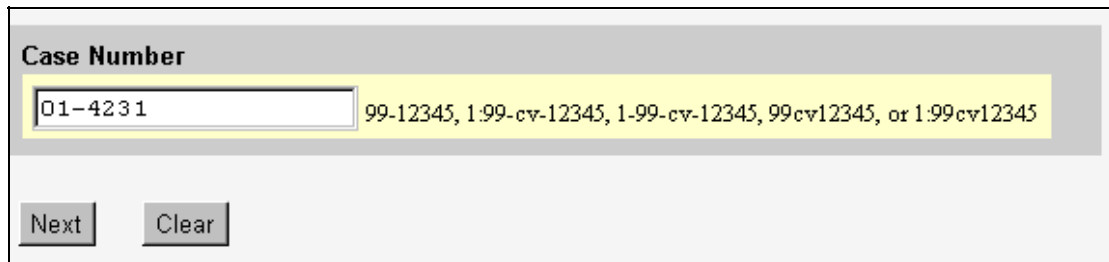

Figure 3 - Complaints and Other Initiating Documents Selection screen

4.   The system will display the **Case Number** screen. Enter the case number in the **Case Number** box, using one of the formats displayed. For example: **99-12345**, **1:99-cv-12345**, **1-99-cv-12345**, **99cv12345** or **1:99cv12345**. Click the **[Next]** button to continue (see Figure 4).

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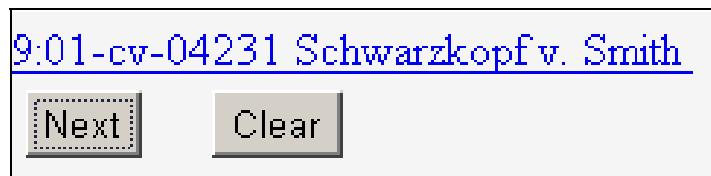

Figure 4 - Case Number screen

    a.   If the case number entered is **not** a valid case number, the system will display the following message:

1:yy-cv-nnnnn is not a valid case. Please enter a valid value.

    Click the **[Back]** button. The system will return you to the **Case Number** screen. Enter a valid case number, using one of the formats outlined in Step 4.

5.   The system will display the **Case Number Verification** screen (see Figure 5). The purpose of the **Case Number Verification** screen is for you to verify the case number entered in Step 4.

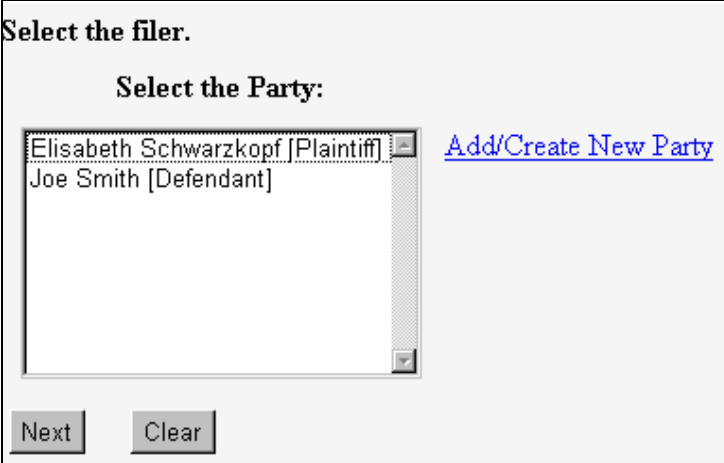**Figure 5 - Case Number Verification screen**

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a.   If this is the correct case, click the **[Next]** button.

b.   If this is **not** the correct case, you **must** return to the **Case Number** screen in Step 4. To return to the **Case Number** screen, click the **Back** button of your browser until you reach the **Case Number** screen (see Figure 4 in Step 4). Once you reach the **Case Number** screen, repeat Steps 4 and 5.

6.   The system will display the **Party Selection** screen (see Figure 6).

Figure 6 - Party Selection screen

a.   A list of the parties in the case will be displayed for you to select the party(ies) who is filing the third party complaint. Add the third-party plaintiff(s) to the case. Click the **Add/Create New Party** hyperlink. Please refer to the **U.S.D.C. Southern District of New York's Standardized Procedures for Creating New Party Information in CM/ECF**. After you have added/created new party information return to the **Party Selection** screen. Select the party(ies) who are filing the third party complaint, by clicking on the party's name to highlight it, and then click the **[Next]** button.

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> **NOTE:** If the third party complaint is being filed by more than one party, click on the first party to highlight it, find the second party in the list, then hold down the Control **<Ctrl>** key on your keyboard while you click on the second party's name to highlight it. Repeat this process until all the parties who are filing the third party complaint are selected.

7.   The system will display the **Party Selection** screen again (see Figure 7).

Please select the party that this filing is **against**.

Select the Party: OR   Select a Group:

Add/Create New Party

Elisabeth Schwarzkopf [Plaintiff]
Joe Smith [Defendant]

⊙ No Group
○ All Defendants
○ All Plaintiffs
○ All Parties

Next   Clear

Figure 7 - Party Selection screen for the party this filing is _against_

a.   A list of the parties in the case will be displayed for you to select the party(ies) who the third party complaint is **against**. Add the third-party defendant(s) to the case. Click the **Add/Create New Party** hyperlink. Please refer to the **U.S.D.C. Southern District of New York's Standardized Procedures for Creating New Party Information in CM/ECF**. After you have added/created new party information return to the **Party Selection** screen. Select the party(ies) who the third party complaint is **against**, click on the party's name to highlight it, then click the **[Next]** button.

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NOTE: If the third party complaint is **against** more than one party, click on the first party to highlight it, find the second party in the list, then hold down the Control **<Ctrl>** key on your keyboard while you click on the second party's name to highlight it. Repeat this process until all the parties who the third party complaint is **against** are selected.

NOTE: DO NOT click on any of the radio buttons listed under the **Select a Group:** list, because the docket text will reflect that the amended complaint was against "all defendants". The user must select the parties listed under the **Select a Party:** pick list, because the docket text must reflect the actual names of the party(ies) who the amended complaint is against.

8.   The system will display the following message:

WARNING!!!

Go Back, if necessary, and

ADD 3rd party plaintiff(s) before SELECTING 3rd party plaintiff(s) on the select filer screen.

ADD 3rd party defendant(s) before SELECTING 3rd party defendant(s) on the select against screen.

Read this message carefully! This message is to remind you, if you haven't already done so in the previous steps, to add the third party plaintiffs and third party defendants to the case, if the third party complaint is adding parties to the case. If more parties need to be added to the case, click the **Back** button of your browser to return to the **Party Selection** screens, then click the **Add/Create New Party** hyperlink. Once you are certain all parties have been added and selected as needed, click the **[Next]** button to continue.
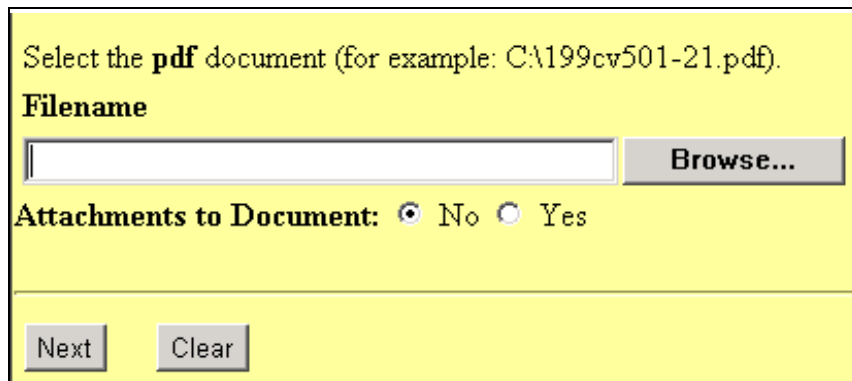
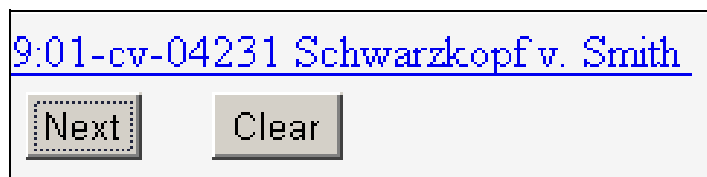# CM/ECF
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9.   The system will display the **pdf document** screen. The **pdf document** screen is used to associate a PDF file/document with the docket entry being docketed (see Figure 9).

Figure 9 - PDF Document Screen

   a.   To associate a PDF Document with this docket entry, and if the PDF Document has any attachments, click the **[Browse...]** button and refer to the **Procedures For Uploading a PDF Document and Attaching an Attachment in CM/ECF**. After attaching the PDF Document, click the **[Next]** button to continue.

10.   The system will display the **Case Number Verification** screen again (see Figure 10). The purpose of the **Case Number Verification** screen is for you to verify the case number entered in Step 4.

Figure 10 - Case verification screen

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     a.   If this is the correct case, click the **[Next]** button.

     b.   If this is **not** the correct case, you **must** return to the **Case Number** screen in Step 4. To return to the **Case Number** screen, click the **Back** button of your browser until you reach the **Case Number** screen (see Figure 4 in Step 4). Once you reach the **Case Number** screen, repeat Steps 4 through 10.

11.   The system will display the **Docket Text: Final Text** screen. The system will display the following message:

     Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

     NOTE: CHECK THE DOCKET TEXT CAREFULLY HERE. THIS IS THE LAST CHANCE FOR YOU TO GO BACK AND CORRECT ANY ERRORS IN THE TRANSACTION OR TO LEAVE THE TRANSACTION AND START OVER BY CLICKING THE CIVIL OPTION ON THE CM/ECF MAIN MENU BAR.

     When you click the **[Next]** button on this screen, you are submitting this transaction to the CM/ECF database. If there is a mistake in the transaction, you will **not** be able to click the **Back** button of your browser to make any corrections.

     If you are completely satisfied with the transaction, click the **[Next]** button to complete the docketing of this transaction.

12.   The system will display the **Notice of Electronic Filing** screen (see Figure 12). The **Notice of Electronic Filing** screen is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.

     a.   To print a copy of this notice, click the browser **Print** icon.

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b.	To save a copy of this receipt, click the **File** option on the browser menu.

NOTE: When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing/docketing of your transaction. You can select a choice from the **CM/ECF Main Menu Bar** at the top of the screen. For example, you can click on **Civil** or **Criminal** to file/docket another transaction.

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Notice of Electronic Filing

The following transaction was received from Leslie LeFord on 10/29/2001 at 2:42 PM CST

Case Name: Schwarzkopf v. Smith
Case Number: 0-01-04231-RB
Document Number: 19

Docket Text:
MOTION to Continue by Joe Smith. (Ledford, Kerry)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:R:/TRAINING/ECF/Docs_PDF/ECFdocs/Motion.PDF
Electronic document Stamp:
[STAMP dcstdStamp_ID=981407491 [Date=10/29/2001] [FileNumber=50855-0]
[3f9f4f49836ae59be00306477b777c2dbc6dc6f8b64b9530ad63962089ccd394dc735
12a16b3c4e11ef754e17e46a53ccdc5d5eb14d5f549179dbc3da4ad03a7]]

0-01-04231-RB Notice will be electronically mailed to:

0-01-04231-RB Notice will not be electronically mailed to:

Dale P. Jones
Jones and Associates
129 Main Street
San Antonio, TX 78209

Leslie LeFord
Courthouse Steps
271 Main Plaza
San Antonio, TX 78201

Figure 12 - Notice of Electronic Filing screen